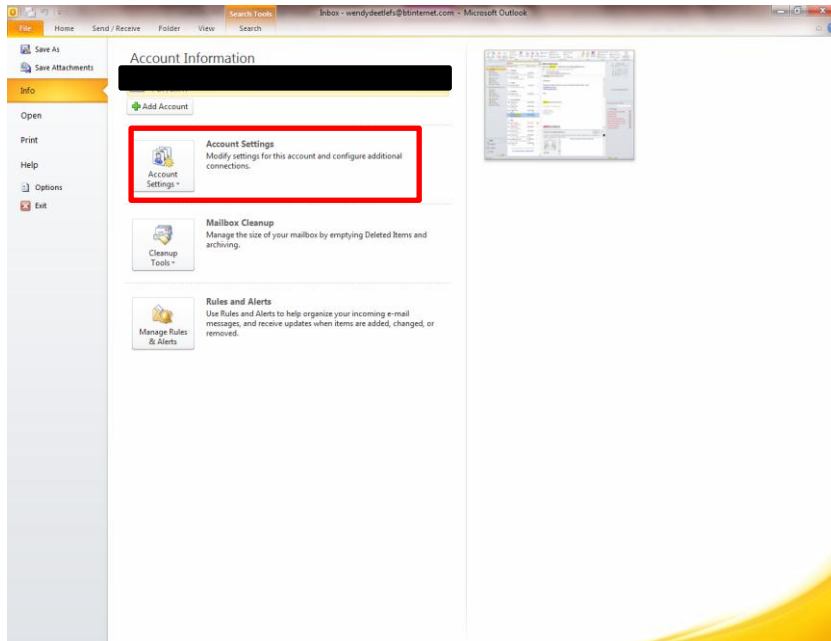


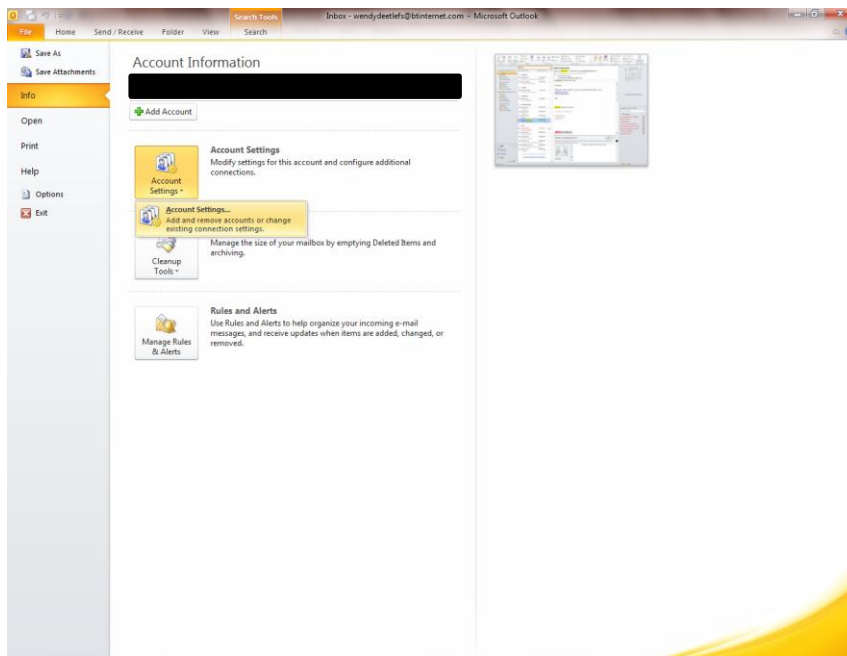
Setup your E-mail in Outlook 2010

Open Outlook 2010

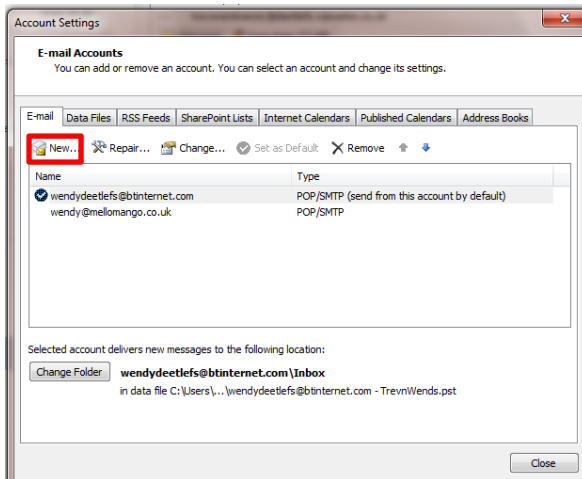
1. Click on "File", "Info"
2. Click on "Account Settings"



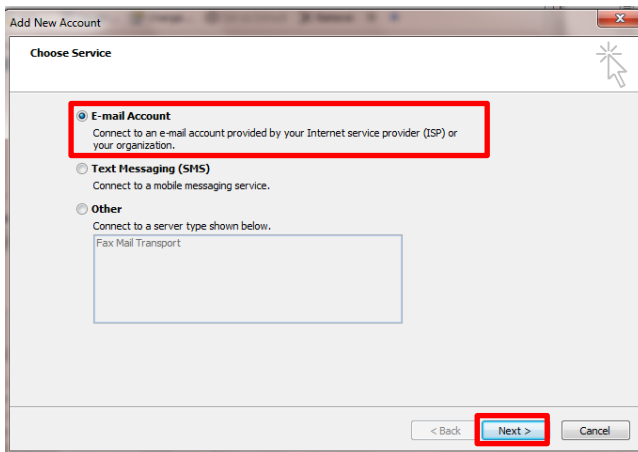
3. Click on "Add/Remove Account Settings..."



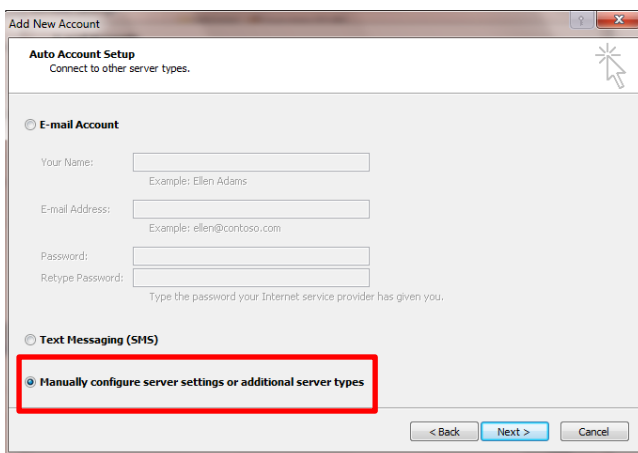
4. Click on "New"



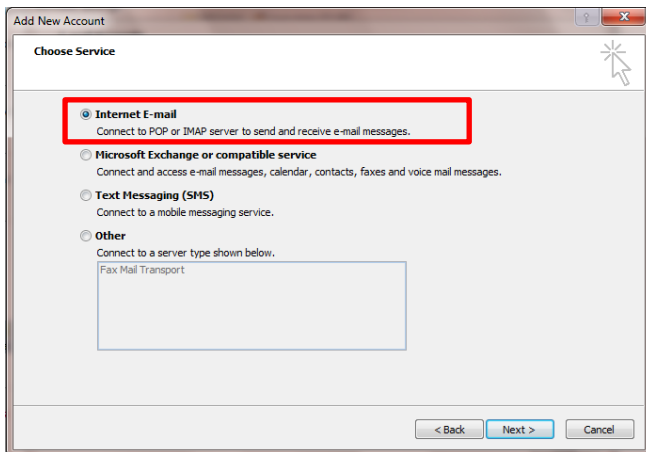
- 5. Click on "E-mail Account"
- 6. Click the "next" button



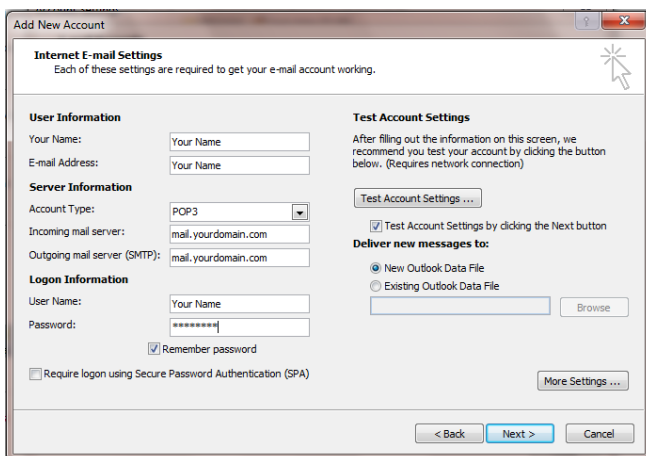
- 7. Click on "Manually configure server"
- 8. Click "next"



9. Click on Internet Mail
10. Click on Next



11. Fill in your name
12. Fill in your e-mail address
13. Fill in the incoming and outgoing server with "mail.yourdomain.com" (substituting "yourdomain.com" with your domain name)
14. Fill in your User Name (The name you would like to appear on your e-mails)
15. Fill in your e-mail password that was given to you by SWCSA
16. Click on next, this will test that your e-mail connects



Click Finish